

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JUNE 10 – 14, 2013

MONDAY, JUNE 10, 2013

- | | | |
|-----------|---------------------------------------|---|
| *10:00 am | Transportation Coordinating Committee | GB Metro Transportation Ctr.
901 University Avenue |
| *11:30 am | Harbor Commission | Clarion Hotel
200 Main Street |
| *4:30 pm | Neville Public Museum Governing Board | 3 rd Floor Board Room
210 Museum Place |
| *5:30 pm | Executive Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, JUNE 11, 2013

- | | | |
|-----------|-------------------------|--|
| *11:45 am | NFLS Board of Directors | Oneida Community Library
201 Elm Street, Oneida |
|-----------|-------------------------|--|

WEDNESDAY, JUNE 12, 2013

- | | | |
|----------|-------------------------------------|---|
| *6:00 pm | SPECIAL BOARD OF SUPERVISORS | Legislative Room 203
100 N. Jefferson Street |
|----------|-------------------------------------|---|

THURSDAY, JUNE 13, 2013

- | | | |
|----------|----------------------|---|
| *5:15 pm | Human Services Board | Bd Rm A, Sophie Beaumont
111 N. Jefferson Street |
|----------|----------------------|---|

FRIDAY, JUNE 14, 2013

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE

Monday, June 10, 2013

Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL

Diana Brown	_____	Sandy Popp	_____
Brandon Cooper	_____	Cole Runge	_____
Pat Finder-Stone	_____	Mary Schlautman	_____
Chris Hasselbacher	_____	Julie Tetzlaff	_____
Kathy Hillary	_____	Derek Weyer	_____
George Jackson	_____	Tina Whetung	_____
Debbie Johnson	_____	John Withbroe	_____
Patty Kiewiz	_____	Vacant – BC Exec.	_____
Byia Martin	_____	Vacant – BC Board	_____
Barbara Natelle	_____	Vacant – BC Human Svcs	_____

ORDER OF BUSINESS

1. Approval of the December 10, 2012, Transportation Coordinating Committee meeting minutes.
2. Discussion of the Wisconsin Department of Transportation's decision to have urbanized areas of 200,000 or more people administer their own Section 5310 programs.
3. Discussion of the tentative development schedule and process for Brown County's Coordinated Public Transit-Human Services Plan.
4. Round robin discussion about paratransit service.
5. Other matters.
6. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATIONS SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY 4:00 P.M. ON THE FRIDAY BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

PORT AND SOLID WASTE DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

- PUBLIC NOTICE -
BROWN COUNTY HARBOR COMMISSION
*** Monday, June 10th – 11:30 am**
Clarion Hotel, 200 Main Street, Green Bay, WI

Agenda:

1. Call to order
2. Roll Call
3. Approval/Modification – Meeting Agenda
4. Approval/Modification – May 13, 2013 Meeting Minutes
5. Department Reorganization - *Request for Approval*
6. 2013 Operation Plan - *Request for Approval*
7. Award of Excellence from American Great Lakes Ports Association - *Update*
8. Cat Island Chain Restoration Project – *Update*
9. Renard Island Closure Project – *Update*
10. Director's Report - *Update*
11. Audit of Bills – *Request for Approval*
12. June Tonnage Report– *Request for Approval*
13. Such Other Matters as Authorized by Law
14. Closed session: Closed Session for deliberation and possible negotiations/action relating to the sale of acres as part of parcel 6-6 in the City of Green Bay.

Pursuant to Wis. Stat. § 19.85(1)(e), any meeting of a governmental body may be convened in closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or the conducting of other specified public business, whenever competitive or bargaining reasons require closed session.

Return to Open Session

15. Adjourn

Dean R. Haen – Director
Port & Solid Waste Department

Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Solid Waste Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made.

Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda



Neville
Public
Museum

Of Brown County

NEVILLE PUBLIC MUSEUM GOVERNING BOARD

AGENDA

June 10, 2013

4:30 p.m.

Neville Public Museum
Third Floor Board Room

-
- I. Call meeting to order
 - II. Approve/modify agenda
 - III. Approve minutes from last Governing Board meeting, May 13, 2012
 - IV. Review of May metrics, Director's report
 - V. Update and discussion regarding resolution being prepared or July Ed & Rec and full County Board, re: request for one-time distribution from General Fund for museum-related planning work.
 - VI. Such other matters as authorized by law
 - VII. Adjournment

Kevin Kuehn, Chair

Please contact Rolf Johnson at 448-7843 if you cannot attend this meeting

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, June 10, 2013

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of May 6, 2013 and Special Executive May 15, 2013.

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Airport – Maintenance Mechanic (x2) - Vacated 5/17/13, Vacated 6/13/13.
2. Child Support – Child Support Specialist – Enforcement - Vacated 4/1/13.
3. Human Services – AODA Counselor - Vacated 5/27/13.
4. Human Services – Behavioral Health Clinician - Vacated 5/24/13.
5. Planning and Land Services – Administrative Secretary - Vacated 3/15/13.
6. Public Works (Facility Management) – Housekeeper (x2) - Vacated 7/8/13, Vacated 7/8/13.
7. Register of Deeds – Clerk/Typist II - Vacated 12/28/12.
8. Veterans – Veterans Benefits Clerk - Vacated 7/5/13.
9. Veterans – Clerk/Typist I - Vacated 7/8/13.

Communications

10. Communication from Supervisor Evans re: Who determines what information is forwarded to Supervisors, as it has come to Supervisor's attention that some materials are not being forwarded.
11. Communication from Supervisor Nicholson re: Review the ordinance/policy/county code that prohibits county employees to do lobbying own interest on county time. *Held for one month.*
 - a) **Closed Session** Pursuant to Wis. Stats. §19.85(1)(f): Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, data, or involved in such problems or investigations.
12. Communication from Supervisor Nicholson re: To invite the Deputy Corporation Counsel who prepared and advised Supervisor Steffens for the last eleven months resolution (term limits) explaining the position of the opinion. *Referred from April County Board, held for one month.*
13. Communication from Supervisor Dantine re: That all electronic devices be turned off prior to meetings and left off until meeting is finished except staff. *Referred from May County Board.*
14. Communication from Supervisor LaViolette re: Identify county employees potentially affected by step increases so the Board can take appropriate actions. *Referred from May County Board.*

Legal Bills

15. Review and Possible Action on Legal Bills to be paid.

Reports

16. **County Executive Report.**
17. **Internal Auditor Report.**
 - a) Budget Status Financial Report for April 30, 2013.
 - b) Discussion re: Bills over 5,000.
 - c) Anticipated Increase in 2014 Dues and Membership Fees (WCA & NACo).

Resolutions, Ordinances

18. Resolution to Lease two acres of land at 1445 Bylsby Avenue to Greenwood Energy.
19. Resolution to Lease six acres of land at 3800 Heritage Road to Forward Vision Environmental.
20. Resolution re: Change in Table of Organization Human Services – Community Programs Economic Support.

Other

21. Approval of Commendation Honoring 2012-2013 Notre Dame Girls Basketball Team for June County Board Meeting.
22. Approval of Commendation Honoring 2012-2013 Pulaski Boys Basketball Team for June County Board Meeting.
23. Discussion and possible action regarding Chapter 4 personnel grievance procedure.
24. Such other matters as authorized by law.
25. Adjourn

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.84 of the Wisconsin Statutes, Notice is hereby given to the public that a meeting of the NFLS Board of Directors will be held **Tuesday, June 11, 2013 at 11:45 a.m.**, at the **Oneida Community Library, 201 Elm Street, Oneida, WI.**

Please call Denise at 920-448-4410 by Monday, June 10, whether you will or will not attend the meeting. We need to know if there will be a quorum present and to plan for lunch.

There will not be a carpool for this meeting. A map and directions are attached.

Lunch will be served at noon with the NFLS board meeting immediately following.

AGENDA

1. Welcome & Tour of the Oneida Community Library – Louis Williams.
2. Lunch
3. Agenda Revisions.
4. Open Forum.
5. April 9, 2013 minutes.
6. Reports:
 - 6.1 President – Cheryl Maxwell
 - 6.2 Treasurer - Sandy Ryczkowski
 - 6.3 Director – Mark Merrifield
 - 6.4 OWLSnet Report – Gerri Moeller
 - 6.5 Member Library Report – Louis Williams
7. Audit Report Update.
8. Cancel OWLSnet Agreement with the Menominee Tribal Library.
9. Website Update.
10. SRLAAW System Configuration Report – Rick Krumwiede.
11. New business.
12. Adjourn.

Notice is hereby given that action by the board may be taken on any of the items that are described or listed in this agenda.
Please call 920 448-4410 if you cannot attend this meeting.

Any person wishing to attend who requires special accommodation because of disability should contact NFLS at 920 448-4410 at least two days prior to the meeting so that arrangements can be made.

Attachments:
Minutes: 4/9/13
Rev & Exp February and March

Director's Report
SRLAAW System Reconfiguration Draft Report

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the Brown County Five Year Strategic Planning Session of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, June 12, 2013 at 6:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

BROWN COUNTY FIVE YEAR STRATEGIC PLANNING SESSION

6:00 p.m.

The following matters will be considered:

1. **Discussion, planning and work session to create and develop a five year Strategic Plan for Brown County facilitated by Mr. Mark O'Connell and Mr. Mike Blaska of the WCA.**
2. **Adjournment to regularly scheduled meeting Wednesday, June 19, 2013 at 7:00 p.m., Legislative Room, 100 N. Jefferson Street, Green Bay, Wisconsin**

Submitted by:

A handwritten signature in black ink, which appears to read "Patrick Moynihan, Jr.", is written over a horizontal line.

Patrick W. Moynihan, Jr.
Board Chairman

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-3600



Brian Shoup, Executive Director

MEETING OF THE HUMAN SERVICES BOARD Thursday, June 13, 2013

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of May 9, 2013 Human Services Board Meeting.
4. Executive Director's Report.
5. CTC Re-design.
6. Financial Report for Community Treatment Center and Community Programs.
7. *Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child/Abuse/Neglect Report.
 - d. Monthly Contract Update.
8. *Request for New Non-Continuous Vendor.
9. *Request for New Vendor Contract.
10. Other Matters.
11. Adjourn Business Meeting.

**Note: attached as written reports*

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.


Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.



JUNE 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety 5:30 pm Canceled	6 Joint Ed&Rec/ Admin 5pm Ed&Rec/Admin Approx 5:15pm	7	8
9	10 Executive Cmte 5:30 pm	11	12 Special Board of Sup 6:00 pm	13	14	15
16  Father's Day	17	18 Vets Recognition Subcommittee 5:00 pm	19 Board of Supervisors 7:00 pm	20	21	22
23	24 Land Con 6:00 pm PD&T 6:15 pm	25	26 Human Svc 6pm Public Safety (Tentative) 5:30 pm	27 Admin Cmte 5:00 pm	28	29
30						

July

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Ed & Rec 5:30 p.m.	2	3 Public Safety 5:30 pm See June 26th	4  County Board Office Closed	5	6
7	8 Executive Cmte 5:30 pm	9	10	11	12	13
14	15	16 Vet's Recognition 5:00 pm	17 Board of Supervisors 7:00 pm	18 Facility Master Plan SubCommitte (Tentative) 5:00 pm	19	20
21	22 Land Con 6 pm PD&T 6:15 pm	23	24 Human Svc 6:00 pm	25 Admin 5:00 pm	26	27
28	29	30	31			

BROWN COUNTY COMMITTEE MINUTES

- Board of Adjustment (June 3, 2013)
- LEAN Steering Committee (May 2, 2013)
- Planning Commission (May 1, 2013)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES FOR THE JUNE 3, 2013, BOARD OF ADJUSTMENT

The following are the results of a public hearing that was held before the Board of Adjustment (“Board”), created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Chapter 22; Private Sewage System Ordinance, Chapter 11; and Floodplains Ordinance, Chapter 23, in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, at 4:30 p.m. on Monday the 3rd day of June, 2013. The appeal taken by Triple Z Farm LLC (Jeff Zeamer) denying the request to install a holding tank to serve farm buildings/office was **approved**. The property is located at NW, SE, S 24, T 22 N, R 20 E in the Town of Rockland at 2772 Blake Road East, Parcel # R-380 (“Property”). **Vote 3-0**

Dated this 4th day of June, 2013.

Brown County Board of Adjustment
Allan Duchateau
Bill Ullmer
Richard Huxford
Vacant-Alternate



Brown County LEAN Steering Committee Minutes of May 2, 2013 Meeting

Attendance: Cathy Williquette Lindsay, Dave Hjalmsquist , Jenny Hoffman, Troy Streckenbach, Lynn Vanden Langenberg, Brent Miller, Neil Anderson, and Judy Knudsen

Guests: Paula Burkhardt, Chad Doverspike, Rama Zenz, Jim Jolly, Alicia Loehein, Cathy DeNiel, Jill Rowland, Beth Rodgers, Mel Kirchman, Jill Rowan, Diane LeBoeuf, Therese Giannuzio, and Dan Process

Regrets: Brad Hopp, Paul Van Noie

Minutes

A motion was made by Dave Hjalmsquist and seconded by Jenny Hoffman to approve the April 4, 2013 minutes. Motion carried.

Report Out's

County Board Office 6S – Paula Burkhardt, Mel Kirchman, Alicia Loehein, Therese Giznnunzio, and Dan Process. Many files were duplicated and stored in the County Clerk's Office. This process provided an opportunity to look at files in each department with files being condensed when possible. Storage space became available in the County Board cage. Condense their files.

Land Conservation SWRM Cost Sharing – Rama Zenz, Jim Jolly, Chad Doverspike, and Beth Rodgers.– This LEAN event looked at the management of grants received by Land Conservation. Processes were not standardized, and storage of documents not consistent.

CTC Housekeeping/Storage Rooms 6S – Diane LeBoeuf, Cathy DeNiel and Jill Rowland. Organize and create visual inventory. Was not aware of inventory available and not all inventory was needed. Inventory is now visible.

Brown County's LEAN Journey

Waiting for project to be completed.

Human Service Project Update

Jenny Hoffman shared that there are upcoming events in May and June. A couple of projects need to be completed at CTC. Other 6S projects are scheduled at CTC.

Project Update

Museum has asked for an event. Need to discuss how to bring in new facilitators. NEW Zoo has employee interested in becoming a facilitator.

Newsletter Update

No update.

Meeting Room Inventory

List of rooms available for LEAN events has been created. Document will be shared with facilitators.

Other Matters

- Request from St. Croix County for a presentation to Department Heads on June 6th. June 6th would be a challenge but would be willing to do something via Skype or distance education.
- Truly Human Leadership Video from Brad Hopp – 22 minute video bridging business with LEAN. Brad invited Cathy Williquette Lindsay, Lynn Vanden Langenberg and Troy Streckenbach to an event at the company.

Next Meeting

The LEAN Steering Committee will meet on June 6, 2013 in the Veteran's Conference Room beginning at 9:30 a.m.

Respectfully Submitted

Judy Knudsen

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, May 1, 2013
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	Michael Malcheski	<u>X</u>
James Botz	<u>Exc</u>	Ken Pabich	<u>X</u>
William Clancy	<u>Exc</u>	Scott Puyleart	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>X</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Gander	<u>X</u>	Steve VandenAvond	<u>Abs</u>
Adam Gauthier	<u>X</u>	Tim VandeWettering	<u>X</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>Exc</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
Dotty Juengst	<u>X</u>	Reed Woodward	<u>X</u>
John Klasen	<u>X</u>	Vacant (Denmark, Wrightstown & Pulaski)	<u> </u>

OTHERS PRESENT: Lisa J. Conard, Chuck Lamine, Cole Runge, and Aaron Schuette.

1. Approval of the minutes of the April 3, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by K. Pabich, seconded by J. Klasen, to approve the minutes of the April 3, 2013, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried.

2. **Public Hearing:** Notice of public hearing regarding Major Amendment #2 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

N. Dantine turned the public hearing over to L. Conard.

L. Conard opened the public hearing for Major Amendment #2 to the 2013-2017 *Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.

L. Conard stated that the Wisconsin Department of Transportation requested an amendment to the current TIP. The project proposed to be added to the TIP requires a major amendment. Therefore, a 15-day public review and comment period and a public hearing are required. L. Conard provided project detail as follows:

Project Sponsor	Project Description	2013			
		Federal	State	Local	Total
Door-Tran Inc.	Mobility Manager Position and Transportation Program The position will assist individuals with disabilities living in Door County identify and access transportation services. The program provides reduced transportation fares to qualifying Door County residents. The project is being added to the Green Bay TIP as service regularly is provided between Door County and the Green Bay Urbanized Area.				
158-13-504		\$21,637	\$0	\$24,795	\$46,432

* The project is fiscally constrained and will be added to the TIP fiscal constraint demonstration document.

L. Conard asked three times if anyone wished to speak. Hearing none the public hearing was closed. L. Conard informed the commission that the requirements for public participation have been fulfilled.

3. Discussion and action regarding Major Amendment #2 to the 2013-2017 TIP for the Green Bay Urbanized Area.

L. Conard stated that staff is recommending approval of the amendment.

K. Pabich asked about the source of the local funds and what would happen if they were not available.

L. Conard stated that the local funds consist of passenger fares and donations. If the local share fell short, the program would likely be scaled back. For example, Door-Tran partners with private-for-profit taxi companies to operate a half-fare program for qualifying Door County residents. The user pays half the fare and the program covers the other half. If there was a shortfall in local share, the number of half-fare vouchers available to residents would likely be reduced. The other services also fall under the program could also be scaled back.

K. Pabich asked if Brown County is responsible for any portion of the local share.

L. Conard stated no.

D. Juengst asked why we are being asked to amend the TIP.

L. Conard stated that the project involves federal transportation dollars and was not included in the 2013-2017 TIP approved in September of 2012. On April 11, 2013, WisDOT requested that Brown County staff amend the Green Bay Urbanized Area TIP to include the project. Door County does not have a Metropolitan Planning Organization (MPO), which is a transportation planning agency for urbanized areas of 50,000+ people. Since some of the trips will enter the Green Bay Urbanized Area, WisDOT felt that our TIP would be the most appropriate for the project. In addition, WisDOT has flexibility in assigning "rural" and "urban" federal dollars to the program, which, depending on certain circumstances, triggers an amendment to an urban area TIP.

TIP amendments are common. In fact, WisDOT processes Statewide Transportation Improvement Program (STIP) amendments every month, and each amendment contains at least 40 projects.

A. Gauthier asked about the types of amendments.

L. Conard stated that the amendment before the commission today was processed as a major amendment because the \$21,637 in federal funds assigned to the project has not appeared in any TIP. If a project was already in a TIP and was moved from the current year to an "out year" and other criteria were met, a minor amendment may be in order. Administrative modifications can also occur. Each one has a corresponding public involvement process.

A motion was made by B. Erickson, seconded by R. DeGrand, to approve Major Amendment #2 to the 2013-2017 TIP for the Green Bay Urbanized Area. Motion carried.

4. Update on the status of the Southern Brown County Environmental Impact Statement (EIS).

C. Runge stated that back in 1996, the Rockland-Red Maple corridor was identified by the planning commission and local municipalities as the preferred location for a river crossing. Consideration was given to the Scheuring-Heritage corridor, but ultimately, the communities chose Rockland-Red Maple. Since that time, the planning staff has carried out a planning process that affirms that decision.

C. Runge stated that environmental documents have been forwarded to FHWA and WisDOT staff for review since the EIS process began in September of 2006. He stated that it often takes a long time for state and federal staff to review submitted documents and provide comments. These delays have required documents to be redrafted because regulations and staff have changed during the long review periods.

C. Runge stated that with the reconstruction of CTH GV from Bower Creek to CTH G in 2012 and the scheduled reconstruction of CTH GV from CTH G to CTH X in 2014, staff had to redefine the eastern corridor terminus at CTH GV at CTH X. In order to prevent what is called "segmentation," staff had to prepare an additional environmental document for the segment of CTH GV between CTH G and CTH X. Other elements of the EIS also had to be revised as a result of new federal regulations and because the project's termini are being changed. Many of these elements have been completed and sent to the state and federal agencies for review, and staff is waiting for the agencies' comments.

As a result of recent federal regulations, C. Runge stated that the project must now have a fiscal constraint component. This means that the EIS must demonstrate that funds to construct each piece of the chosen corridor project are available. Since these funds are not available, the EIS must be completed as what is called a Tier I document. When funds are available to construct sections of the chosen corridor, Tier II documents will need to be completed prior to construction.

C. Runge stated that 2013 is "the year of getting it (the EIS) done."

B. Erickson asked if funding is available for the project.

C. Runge stated that funds are in place for the reconstruction of CTH GV from CTH G to CTH X in 2014. Funds for the remaining parts of the chosen corridor and Fox River crossing have not been identified.

B. Erickson asked why we are doing this study.

C. Runge stated to be eligible for state and federal funds and to obtain the state and federal permits necessary to cross the Fox River and build other corridor segments in possibly sensitive areas. The EIS and an Interstate Access Justification Report (IAJR) are also being prepared to determine if a new full-access interchange can be built at Southbridge Road.

B. Erickson stated that he is specifically wondering who will pay for a new Fox River bridge.

C. Runge stated that one source of funds for the new Fox River bridge could be the state's High-Cost Local Bridge Program. Other state, federal, and local funding sources will be explored as well.

K. Pabich reminded the commission that a lot of the roads are planned or programmed as part of local capital improvement programs (CIPs) or the county's six-year plan. The new facility is considered to be a Brown County highway/corridor.

M. Malcheski asked if there have been any "project stoppers" discovered during the environmental review process.

C. Runge stated no.

C. Runge stated that staff is close to completing the IAJR. The county has hired a consultant to complete a computer micro-simulation analysis to determine if a connection to US 41 is acceptable. The study will also evaluate the Scheuring-Heritage corridor's impact on the existing interchange at US 41 and Scheuring Road.

C. Lamine stated that the Brown County Public Works Department has agreed to develop a design for a new interchange at US 41 and Southbridge Road to include in the IAJR.

A motion was made by S. Grenier, seconded by A. Gauthier, to receive and place on file the update on the status of the Southern Brown County EIS. Motion Carried.

5. Review and discussion regarding Brown County Comprehensive Plan Draft Chapter 1 – Issues and Opportunities.

A. Schuette presented the draft Chapter 1 – Issues and Opportunities for the Brown County Comprehensive Plan. This chapter lays out basic demographic, economic, and housing data that should be taken into account. The data is generally derived from the 2010 Census, the 2007-2011 American Community Survey, and various state agencies.

A. Schuette stated that with past planning efforts, the comprehensive plan goals and objectives have generally been presented as a part of Chapter 1. However, in the interest of having manageable meeting lengths and ensuring consistency with each chapter, the draft goals and objectives for each chapter will be presented along with their

corresponding chapter. The goals and objectives will form the framework for the corresponding chapters and the chapter recommendations will build upon this framework.

A. Schuette stated that the *2011 Brown County Life Study* and the *Brown County 20/20: Envisioning the Future* reports will be valuable tools as we assess quality of life issues.

A. Schuette reviewed some of the basic demographic information for Brown County.

Population: 1960 = 125,000 residents
2012 = 250,000 residents

Age: Largest age cohort is 45-55 years
Significant increase projected in "retirement age" cohort
How do we account for aging in our land-use, transportation, and other decisions?

Housing: 1970 = 45,000 housing units
2010 = 105,000 housing units
Household sizes are decreasing (2.45 persons/household in 2010).
What are the needs as we see more multigenerational households?
It is estimated that 24,000 more housing units will be needed by 2030.

Education: Increased education yields higher incomes and lower unemployment.

D. Robinson asked for specifics regarding the growing population.

A. Schuette stated that it is a combination of births over deaths and in migration.

D. Robinson stated he would like to see the breakdown of in migration.

A. Schuette stated he has taken a look at the data. Brown County tends to attract a large number of people who were born in surrounding counties who come to the county as a result of their job.

D. Robinson stated asked if this was more than the number coming from other states or even other countries.

A. Schuette stated that was the case.

B. Erickson asked about the number of vacant/for sale single family homes.

P. Hilgenberg suggested that this has peaked.

A. Schuette stated that unemployment peaked in 2008.

A. Schuette asked the commission to identify some of the planning issues we will need to address based on this background data.

R. Woodward asked why state legislators are trying to change the statutes governing the relationship between city/village comprehensive plans and the town comprehensive plans in the county comprehensive plans

A. Schuette stated he could not say why. This will not have an impact on Brown County as there is no county-wide zoning.

N. Dantine stated a large portion of the county is rural. Will the plan reflect need/presence of agriculture?

A. Schuette stated the recently completed Farmland Preservation Plan will be a component of the comprehensive plan. The plan identifies areas of exclusive agriculture, land that will remain in agriculture over the course of the comprehensive plan. The decision to include certain areas was made at the local level.

D. Robinson asked what we are trying to accomplish with the first chapter.

A. Schuette replied that the first chapter, Issues and Opportunities, is required by law. Subsequent chapters will contain the “meat and potatoes” of the plan.

D. Juengst stated that the Life Study and other locally developed reports address the “social” aspects or quality of life issues in Brown County.

A. Schuette stated that the plan will promote quality of life. How do we create a great community? This will be interwoven throughout the document.

N. Dantine stated that it is difficult to keep and attract college graduates.

C. Lamine stated that he recently attended the APA Annual Conference in Chicago. The theme was “Jobs! Jobs! Jobs!.” It is important to retain the highly educated in the community in order to see a continued talent pool for economic development.

M. Malcheski suggested tracking educational programs.

C. Lamine stated that the technology park planned for a portion of the County Farm property will help in this effort.

K. Pabich stated it will be important to address stormwater and phosphorus regulations as well as wetland determinations by the WDNR. Advance, the economic division of the Chamber of Commerce, has a lot of information on potential employment growth sectors already collected that will be useful in this planning process.

D. Robinson stated that it appears sustainability will be a theme in each chapter.

A motion was made by B. Erickson, seconded by S. Grenier, to receive and place on file the Brown County Comprehensive Plan Draft Chapter 1 – Issues and Opportunities. Motion carried.

6. Director’s report.

- a. Survey responses regarding the Brown County Comprehensive Plan update.

C. Lamine reviewed the results of the survey. It appears eight commissioners have requested to receive hard copies of the draft chapters and other materials and the balance will receive the materials electronically. The ability to send the materials electronically will save the department considerable printing fees.

C. Lamine expressed his appreciation to the Brown County Planning Commission and the Brown County Board for allowing the inclusion of the conference in the department budget.

C. Lamine announced that LIO staff members Jeff DuMez, Jeremy Du Chateau, and the LIO volunteer intern, Sandra Wentland will be presenting a new application that allows developers, realtors, and the public the opportunity to access an inventory of lots for sale in business centers/industrial parks throughout Brown County. The application will also contain the contact information for each. This will save the user considerable time.

7. Brown County Planning Commission staff updates on work activities during the month of April 2013.

A motion was made by K. Pabich, seconded by D. Juengst, to receive and place on file the staff updates on work activities during the month of April 2013. Motion carried.

8. Other matters.

None.

9. Adjourn.

A motion was made by K. Pabich, seconded by R. DeGrand, to adjourn. Motion carried. The meeting adjourned at 7:45 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
May 1, 2013**

April 2013 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Attended the Brown County Planning Commission Board of Directors meeting the evening of April 3.
- Continued to research, author, and analyze background materials for the Brown County Research and Technology Park feasibility report.
- Updated the Planning, Development, and Transportation Committee regarding WHEDA tax credit application for the Cardinal Capital's veterans' housing project. Informed the committee that WHEDA has put the application on hold and the project has been directed to the WHEDA High Impact Project Reserve (HIPR) review.
- Met with Planning staff and representatives of Cardinal Capital Management, Inc. to discuss strategy for the WHEDA HIPR process.
- Participated in a meeting with the Principal Transportation Planner and WisDOT and Federal Highway Administration (FHWA) representatives to discuss the next steps in the EIS development process.
- Attended the Advance Municipal Issues meeting on April 4 and discussed the Planning Department's intent to develop a web based application to assist businesses in finding information regarding Brown County community business and industrial park information.
- Attended the April 24 meeting and served as a member of the Green Bay/Brown County Professional Football Stadium District Board.
- Conducted staff meetings.
- Prepared and submitted request to fill position documentation for the vacant Secretary III position and the soon to be vacant Survey Crew Chief position.
- Attended the National American Planning Association conference in Chicago, Illinois held April 13 through April 17.
- Attended the Airport Development Committee meeting on April 9.
- Met with staff and legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund loan.
- Coordinated and attended a meeting of the Brown County Revolving Loan Fund Committee on April 10.
- Attended a Bay-Lake Regional Economic Development Revolving Loan Committee meeting on April 24.
- Met with Planning and Land Services Department staff and representative of Esri regarding web based Geographic Information System (GIS) applications as well as Business Analyst software applications for planning and economic development.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Prepared for and participated in a conference call with representatives of the Federal Transit Administration (FTA), WisDOT, and Wisconsin's other large MPOs (MPOs that exceed 200,000 people) to discuss WisDOT's plan to have the large MPOs administer the federal specialized transportation capital assistance program for their areas.

- Presented information to the Village of Allouez Plan Commission about the process to follow to update comprehensive plans. Also answered questions from the Plan Commissioners.
- Worked with representatives of Ashwaubenon and Howard to develop additional recommendations for revisions to the urbanized area's functional classification system. Also sent this information to WisDOT's Northeast Region Office for review.
- Developed an amended Notice of Intent (NOI) and Project Initiation Letter (PIL) for the EIS to reflect changes to the EIS development process. Also sent the amended NOI and PIL to WisDOT's Northeast Region Office to review and forward to the Federal Highway Administration (FHWA).
- Updated the EIS's Purpose and Need element as directed by representatives of FHWA to reflect changes in the EIS development process.
- Met with the County Planning Director and representatives of WisDOT and FHWA to discuss the next steps in the EIS development process.
- Prepared the MPO's report and reimbursement request to WisDOT for the first quarter of 2013. Also prepared a summary of transportation expenses for the first quarter at the request of the Brown County Department of Administration.
- Reviewed the Brown County Comprehensive Plan's Transportation Goals and Objectives to determine if modifications should be recommended as the plan is being updated.
- Prepared for and participated in an MPO Directors meeting in Madison.
- Participated in a meeting of the Town of Ledgeview's CTH GV Design Committee.
- Reviewed and commented on two draft chapters of Green Bay Metro's 2014-2018 Transit Development Plan (TDP).

The recent major planning activities of Aaron Schuette, Principal Planner:

- Continued researching and writing the Port Opportunity Study for the Port of Green Bay.
- Continued to coordinate with Wisconsin Department of Administration and the Northeastern Region counties regarding the CDBG-Housing program.
- Continued to work with the Corporation Counsel's Office to complete a draft cooperative agreement for the Northeastern CDBG-Housing Region counties.
- Completed a draft update of the demographic, economic, and housing data for Chapter 1 – Issues and Opportunities of the Brown County Comprehensive Plan.
- Attended and answered questions related to the Wisconsin Working Lands Initiative at the Town of Lawrence Board meeting on the evening of April 8.
- Attended and answered questions related to the Wisconsin Working Lands Initiative at the Ledgeview Planning Commission meeting and the Town of Morrison Planning Commission meeting on the evening of April 10.
- Attended and answered questions related to the Community Development Block Grant – Public Facilities (CDBG-PF) grant for a new community center at the Town of Holland annual town meeting on the evening of April 16.
- Attended and presented a draft of a revised site plan and design review ordinance to the Village of Allouez Planning Commission on the evening of April 22.
- Met with the Brown County Housing Authority staff, Wisconsin Department of Administration – Division of Housing staff, and Neighborworks Green Bay staff to discuss administration of the Brown County Housing Revolving Loan Fund on the mornings of April 15 and 17.
- Attended the Fox-Wisconsin Heritage Parkway Board meeting in Oshkosh on April 18.
- Received a confirmation letter from the Wisconsin Coastal Management Program regarding a \$30,000 grant award to update the Land Use and Natural/Cultural Resources Chapter of the Brown County Comprehensive Plan in 2014.

- Completed the position description questionnaire and updated the job description for the Principal Planner – County position.
- Assisted 53 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during April.
- Prepared the quarterly report for the EPA Brownfield Assessment Grant.
- Received site-specific eligibility approval from the WDNR and EPA to utilize the EPA Brownfield Assessment Grant – Petroleum funding on the former Green Bay Engine Core property in the Village of Howard.
- Coordinated with AECOM, WDNR, and the Village of Howard regarding the sampling and analysis plan requirements.
- Met with Village of Suamico staff on April 3 to discuss the timeline for the Village of Suamico Comprehensive Plan Update.
- Served as the alternative Brown County representative on the Village of Bellevue Joint Review Board for the approval of the TID at 172/CTH GV on April 4.
- Printed out two display-sized road maps for the Town of Rockland.
- Coordinated with the PALS Administrative Coordinator to print the Eaton Comprehensive Plan Update.

The recent major planning activities of Peter Schlein, Senior Planner:

- Began review of seven new certified survey maps (CSMs). Completed review of six CSMs.
- Completed review of one subdivision plat pre-submittal consultation, two preliminary subdivision plats, and one final subdivision plat.
- Completed review of three CSM reviews and one preliminary subdivision plat for the Cities of Green Bay and De Pere.
- Responded to eight public Water Quality Letter requests.
- Began or completed three environmentally sensitive area (ESA) amendments.
- Review of smaller ESA related issues and inquiries to develop solutions for the following communities: Town of Ledgeview, Town of Scott, Village of Ashwaubenon, Village of Bellevue, Village of Howard, and City of Green Bay among other smaller projects.
- A Village of Ashwaubenon ESA amendment to allow fill to be placed within a steep slope in exchange for mitigated wetland within outlot 2 of the proposed Woods Edge Subdivision. The placement of fill was suggested by the WDNR in order to preserve an area of wetland. Confirmation of water quality was overseen by the WDNR, while the establishment of any mitigated wetland was overseen by Brown County Planning Commission staff. The ESA amendment was reviewed by BCPC staff on March 24.
- A Village of Suamico ESA plan correction to update wetland setback lines in order to allow residential development on Lot 10 of the JessicaBrooke Estates Subdivision. The plan correction was reviewed by BCPC staff on March 26 (after the March staff activities were written).
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
- Continued the organization and development of an update to the sewer service area portion of the Brown County Sewage Plan. This is a major project and a significant amount of work is underway as a specific amount of grant funding must be spent during the remainder of calendar year 2013.
- Completed the Brown County MS4 Permit Annual Report and submitted the document to the Wisconsin Department of Natural Resources after the document was received and placed on file by the Brown County Planning Commission Board of Directors.

- Attended the Brown County Planning Commission Board of Directors meeting on April 3.
- Attended NEWSC full consortium meeting in Grand Chute on April 22.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Continued work on the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
 - Held third TDP work group meeting on April 24.
 - Continued writing draft chapters.
- Finished writing and published the *2012 Green Bay Metro Annual Route Review and Analysis Report*. All of Metro's full service fixed routes, limited service routes, paratransit program, and other issues were examined.
- Worked with the Wisconsin Department of Transportation and Door-Tran, Inc. staff in preparation of *Major Amendment #2 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*. Prepared public participation materials.
- Began preparations for the development of the *2014-2019 Transportation Improvement Program (TIP) of the Green Bay Urbanized Area*. The Federal Highway Administration (FHWA) is recommending that all TIPs include a sixth year of projects; previously FTA required five. Converted all project application request and collection functions from hard copy format to electronic.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Began filling out the position description questionnaire for the Planner I position at the request of the Human Resources Department. This will be included in the county's Wage Comparability Study.
- Collected data for the EIS project. Also updated the mailing list for the EIS project.
- Participated in the April 10 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- Participated in the Green Bay Transit Commission meeting on April 17. Presented Route Review report.
- Attended the Brown County Planning Commission Board of Directors meeting the evening of April 3. Recorded and wrote the minutes.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Coordinated and held a Land Information Council meeting.
- Continued training and rebuilding of GIS applications following the data migration from the old system to the new one (10.1).

- Met with staff from various departments and software vendor Esri over the course of three days to plan for future GIS implementations.
- Met with staff from the Land and Water Conservation Department to go over GIS needs.
- Began developing a future GIS implementation strategy based on needs identified in meetings.
- Assisted Public Safety and the Town of Lawrence with an addressing issue.
- Met with neighboring counties to discuss future aerial photography plans.
- Assisted NEW Water with maps for the Lower Fox River TMDL.
- Assisted the US Census Bureau with addressing and roads data.
- Continued discussions with the state Land Information Officers Network (LION) regarding legislative proposals.
- Continued working with Information Services and the software vendors on various computer issues.
- Continued to assist with the Business Park web mapping system.
- Provided GIS data and other services to WireData, Harding Septic, Graef Engineering, BIA, CoreLogic, many of the local municipalities, and others.
- Continued training the GIS Technician.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Brown County Research and Technology Park
 - Continued working on the 3D conceptual model using a combination of GIS, AutoCAD, and SketchUP. The final elements are being finalized and included as information is made available.
- Set up Arc GIS Online account
 - Created a trails map for the trial version of Arc GIS Online.
- Prepared the paperwork (request to fill a position and position description) for the summer intern position.
- Completed the position description questionnaire for the county's Wage Comparability Study.
- Created a map for the Village of Allouez. The map included the East River Trail and parkway, restrooms, mile markers, and local streets.
- Began working with WisDOT to obtain the deficient bridge list for the county for analysis and performance measurement.
 - Built a new field in our bridge layer in GIS to join the state data to our bridge data set making future data gathering and information sharing easier.
- Reviewed the Live54218 Partners report.
- Made updates to the Green Bay Metro Route Guide and individual route maps for bus route changes.
- Made updates to the Brown County Planning web pages.
 - Updated document links.
 - Updated text.
 - Updated links to other sites that have changed.
- Participated in the regular staff meetings held every other Thursday morning.
- Met with Village of Allouez on April 2 to discuss the creation of a trail map.
- Attended ESRI training on April 17 and April 18 to become familiarized with Arc GIS Online.

The recent major planning activities of Jeremy Du Chateau, GIS Technician:

- Met with staff from various departments and software vendor Esri over the course of three days to plan for future GIS implementations.
- Met with staff from the Land and Water Conservation Department to go over GIS needs.
- Worked with Zoning division staff to assess mobile GIS application needs.
- Assisted Steve Dart, Town of Humboldt Chairman, with maps for town hall display.
- Assisted Public Safety and the Town of Lawrence with an addressing issue.
- Assisted NEW Water with maps for the Lower Fox River TMDL.
- Assisted District Attorney's Office with maps for criminal trial.
- Assisted Village of Suamico with GIS data questions.
- Updated County Transportation layer with road name changes in multiple communities.
- Continued to assist with the business park web mapping system.
- Continued to look to process improvements within county GIS enterprise system.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.